

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes 18 - 22 November 1985

FROM: [Redacted]  
 Chief, Administrative Management  
 Division, OC

EXTENSION

NO.

OC-13875-85

DATE

26 NOV 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

b/CO

2 DD/CO

27 NOV 1985

27 NOV 1985

GM

3 C/OC-OPS

27 NOV 1985

29 NOV 1985

✓

4 OC-MPS

29 NOV 1985

MC

5 OC-EXA

2 DEC 1985

2 DEC 1985

✓

6 OC-OL/ISC

for Archiving

7.

8.

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15.

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OC-13875-85

26 NOV 1985

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[REDACTED]  
Chief, Administrative Management Division, OC

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1. During the week, Panel N personnel strength remained at status quo.

2. OSG activities included the processing of 9 TDY personnel and 1 returnee. OC is currently providing 15 Panel D, 1 Panel E, and 1 Panel N, CONUS-based personnel, for TDY support of the Foreign and Domestic Networks.

3. The Office of Personnel has recently indicated that the "MCN Banding Plan" is basically acceptable. The Panel N task force will meet with OP on 26 November.

4. During the week, 1 TCA officer joined the ranks of Panel D Personnel. The Panel is now 25 personnel understrength.

5. DADB processed 4 personnel for new PCS assignments in the foreign and domestic arenas. All 4 officers checked out enroute to their new posts.

25X1 6. Chief RES, [REDACTED] and OP recruitment officer, Mr. [REDACTED] kicked off the New England "blitz" campaign on 18 November with a trip to Augusta, Maine. An OS expeditor and an OMS representative accompanied this team to provide further up-front screening of applicants. Of the 14 applicants who had been invited to the presentation, 12 showed up.

25X1 a. Nine ET applicants were administered part I of the ET test with only two passing. These two applicants went on to pass parts II, III and IV of the ET test and were placed in processing.

25X1 WARNING NOTICE -  
INTELLIGENCE SOURCES  
OR METHODS INVOLVED



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b. Of the three TCS applicants who showed up, one was tested and found to be Morse qualified and the other two passed the Morse aptitude test. All three passed the typing test and were placed in processing.

c. Phase two of the New England "blitz" campaign will take place 9 December, in two cities in Massachusetts, where 30 applicants from each city have been identified.

25X1 7. On 18 November, an RES recruitment team departed for  
25X1 Sacramento, California, and Honolulu, Hawaii, to give OC  
25X1 presentation at two job fairs, one technical school and in  
response to advertisements in Hawaii. The team consisted of  
staff, along with [redacted] of the AMD/DADB staff, and the OP  
[redacted]

25X1 8. Rounding out a busy week in recruitment, [redacted]  
25X1 [redacted] of the RES staff attended the NEC  
Career Fair at the Hilton Hotel in Springfield, Virginia, on  
21 and 22 November. The results from the 21 November session  
were encouraging with 13 TCS and five ET applicants identified.

25X1 9. Many hectic hours were spent by the Recruitment and  
Evaluation Staff putting together recruitment briefing informa-  
tion for the Director of Communications to take to the DDA to  
discuss the Office of Communications' (OC) problem in satisfying  
staffing requirements through the recruitment effort. [redacted]  
[redacted]

25X1 10. On 22 November representatives of the Administrative  
Management Division met with [redacted] of the Office of  
Medical Services to discuss the injection of the six hour Project  
Screen testing into the recruitment program. A decision was  
reached to perform this testing in the Headquarters area and not  
on recruitment trips. Project Screen testing, of Telecommunica-  
tions Specialist (TCS) applicants only, will begin in January  
1986. TCS applicants will be requested to report into the  
designated hotel earlier on Sunday afternoons to take this test.

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11. Position Management and Compensation Division (PMCD), Office of Personnel, has completed audits on Foreign Networks Division positions and preliminary feedback on grade and title determinations will be presented to the D/CO on 12 December 1985. The PMCD survey team will begin audits of Engineering Division positions the week of 9 December 1985.

25X1 12. During the week of 18-22 November, the OC Safety  
25X1 Officer, [ ] conducted a 40-hour Basic Safety and Health  
25X1 Course [ ] Participants were primarily from other components  
of the Agency; however, two students were OC employees.

25X1 14. [ ] OC/RMO, and the OIS records survey team  
25X1 headed by [ ] met with [ ] OC/OPS, regarding  
the results of the information handling review of AMD and  
registry records. No major problems were surfaced and those  
minor issues that did come to their attention will be quickly  
resolved.

25X1 16. A draft module plan has been completed for the second  
25X1 phase of the self-paced Utility Net course. [ ] of  
the Instructional Support Department (ISD), in conjunction with  
[ ] has completed the draft for "Site  
Surveys". With the detailed analysis of the third phase,  
'Maintenance', nearing completion, it is predicted that the  
project will meet the January 1986 completion date.

25X1 17. In the weekly report, received from [ ]  
25X1 [ ] concerning the ongoing Time Division Multiple  
Access (TDMA) Computer Based Training (CBT) project, was an  
outline of the course structure. There will be 11 modules  
consisting of: Introduction; Use of Interactive Video  
Instructional System (IVIS); Satellite Communications; TDMA  
Baseband Subsystem (TBSS); TDMA Operating Procedures; Operating

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the Video Display Terminal (VDT); VDT Screen Information; Definition Screens, Normal Operating Screens; Test Screens; and Troubleshooting. In addition to the interactive video troubleshooting, each student will troubleshoot a final set of problems under instructor supervision with the actual equipment.

18. A Task, Function, and Detail Analysis of the Intelligence Communication Terminal (ICT) and Alliance Telecommunications System (ATS) has been completed. These two systems will be introduced into the Basic Telecommunications Assistant (TCA) course as a module entitled "Basic Operations of the ATS and ICT Systems" commencing with Class 4-85 in January 1986.

19. Responding to a request from FND for Special Purpose Automated Relay System (SPARS) technical expertise to participate in [redacted] installation, the Technical Training Department (TTD) has made [redacted] available. He is planning a two to three week TDY beginning 2 December, and has begun processing.

20. [redacted] have completed the formal training phase of the new Harris 10 kw transmitter at the vendor's facility. They will now proceed to Miami for the practical application phase of the training. This will include installation of the transmitters [redacted]

21. The two Communications School (CS) MERCURY instructors continue to attend meetings and briefings on the MERCURY project during the week of 11 November. [redacted] Division provided instructions and demonstrations on the Packet Switching System (PSS) and provided an opportunity to operate the Network Operator Console (NOC) and use various menus on-line. Some of the projected training material is now being received from [redacted]

22. Two CS Intelligent Communications Terminal (ICT) instructors, [redacted] returned from on-site training at MENCA Headquarters [redacted] The trip was extended by MENCA to include ten days of instruction for MENCA technical and operations personnel. At [redacted] the leased line was not operational and training was conducted in a back-to-back mode. There appears to be some lack of understanding in the field as to the capability of the ICT, as well as to how and to what extent the system is to be utilized. The instructors trained three personnel [redacted] including the

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